



RESEARCH COORDINATOR

Division: Research and Planning
Reports to: Director of Research and Planning
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 30
Monthly Salary Range Minimum: \$3,541
FLSA Classification: Non-exempt (01)

APPLICATION DEADLINE: SEPTEMBER 3, 2013

Critical features of this job are described under the headings below. They may be subject to change at any time due to changes in our business processes or other business-related reasons.

Position Summary: Responsible for the design, development, and execution of large and complex research and policy analysis, program evaluation, and technical assistance projects. Works in a team setting and may serve as team leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Identifies, conceptualizes and executes research studies on the economic and social implications of housing policy:
 - Collaborates with division staff in both design and execution of projects where programmatic or field expertise is needed.
 - Builds and maintains relationships to collaborate with internal and external professional partners in housing and related fields in the accomplishment of policy analysis and research goals.
 - Designs data collection instruments.
 - Sources, collects, and utilizes special purpose data for research projects.
 - Conducts complex quantitative and/or qualitative analyses.
 - Leads others in the execution of large-scale research projects.
 - Analyzes and evaluates policy implications; presents relevant finds in writing and in multimedia through reports, articles, policy briefs, working papers, study findings, fact sheets and executive summaries.
- Sources, collects and utilizes special purpose data for research projects.
- Designs data collection instruments.
- Conducts complex quantitative and/or qualitative analyses.
- Builds relationships with external researchers and professionals in housing and related fields.
- Completes ad hoc reports in response to executive inquiries.
- Creates and gives multimedia presentations at venues across the state.
- Receives and responds to requests, in accordance with THDA customer service guidelines, for information from other divisions, the general public, private organizations, and other governmental agencies.
- Complete other technical, scientific and administrative projects as needed.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's Degree in the social sciences, business, or closely related field including at least one course in statistics and one upper-division or graduate course in discipline-specific research methodology.
- Two years' full-time experience in research, planning, and/or analysis or a Master's degree in social sciences, business or closely related field.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge and Abilities:

- Ability to handle multiple priorities and meet established deadlines.
- Ability to analyze and prepare reports from raw data.
- Experience with large datasets and quantitative analyses.
- Capacity to hypothesize, operationalize hypotheses, create a research design, execute research, analyze results using appropriate methods, and present results effectively in both verbal and written form.
- Ability to write professional and technical reports, involving combinations of maps, graphs, charts, tables and text, for diverse audiences.
- Builds and maintains positive relationships with internal and external constituents.
- Proficient in public speaking and relationship-building.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Ability to exercise good judgment in evaluating complex situations.
- Ability to adjust to frequent procedural change.
- Documents regularly, thoroughly, accurately, and completely.
- High level of attention to detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Ability to work effectively as part of a multi-disciplinary team.
- Computer literate; proficient in Microsoft Word, Excel, and Outlook, experience with statistical software: either SPSS (preferred).

Please click the following link to apply:

<https://ch.tbe.taleo.net/CH12/ats/careers/jobSearch.jsp?org=THDA2&cws=1>

Contact Information:

615-815-2200

www.thda.org